Asdfjkl

**Keyboarding**

**Check List**

* Sit up straight
* Feet flat on the floor (if they reach)
* Back against the chair
* Keyboard at the edge of the table
* Letters “g” and “h” should line up with the center of your body
* Arrange work, if any, on table
* Rest arms at your side
* Bend arms and curve fingers
* Place fingers on the Home Keys and thumbs on the spacebar
* Adjust chair - not too close/far away from table
* Do a warm-up exercise with as much as you know so far
* Don’t press the backspace key
* Concentrate, and say the letter you are typing
* Have Fun!